

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Staff Services Analyst (Salary: \$2817 - \$4446)**
Limited Term through June 30, 2009

Location: Department of Veterans Affairs
Financial Management Division
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities: Under the general direction of the Assistant Deputy Secretary, the Staff Services Analyst for Veterans Homes is responsible for analysis and assistance to help align the Veterans Homes into a unified health care system and to develop and manage Homes-consistent policies and procedures (P&Ps). This position will assist management staff on program analysis, research and project coordination. It is critical to address the workload and to mitigate risks associated with managing the state's Veterans Homes.

- Learn the Veterans Home's operations and programs. Assist in collecting and analyzing operational data and existing Veterans Home's policies and procedures.
- Assist management staff on program analysis, research and project coordination. Track and help coordinate projects using Microsoft Project and other software.
- Assist in researching and writing BCP's.
- Assist in mapping similarities and differences and integrate and coordinating policies between Homes and HQ.
- Consults with the Veterans Homes and HQ management to develop new policies or modify existing policies. Review where policies vary from actual practice and help develop consistency. Ensure that policies conform to the Agency's strategic plan.
- Assist in performing program gap and risk analysis. Advise management on the downstream consequences of policy and procedure variation—make recommendations for management review.
- Travel between the Sacramento Headquarters and all the state Veterans Homes. Meet with the Veterans Home's various committees as needed.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Jacquie Ruiz - Ref: M80#038G 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 038G 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO576-090-5157-001 RELEASED: 10.21.08